

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: GIS Specialist I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Assists in the planning, design, development and operation of the Geographic Information System. Compiles, digitizes, edits and prepares maps for City departments and the public. Provides GIS technical support and training to users.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | | ESSENTIAL FUNCTIONS |
|------------------------|---|---|---------------------|
| 1 | S | Produces maps by researching and collecting data, and creating and maintaining digital maps on the computer system. | |
| 2 | S | Maintains the City's Geographic Information System by updating and upgrading software, hardware and data. | |
| 3 | S | Provides technical support and training to the system's users by resolving problems related to mapping, software, and data usage. | |

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. |
| Experience | Two years experience in GIS, automated mapping, CADD, Cartographic drafting. |
| Certifications and Other Requirements | N/A |
| Reading | Work requires the ability to read journals, technical manuals and documents, email, maps, reports, and correspondence. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write email, correspondence, and instructions. |
| Managerial | N/A |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Job has no responsibility for the direction or supervision of others. |
| Complexity | Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City and may be involved in decision making or providing approval or decision making authority for purchases or projects. |

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | X | Light | Medium | Heavy | Very Heavy |
|--|---|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | O | Office equipment, resolving technical problems |
| Sitting | C | Computer, desk work, meetings |
| Walking | O | To/from office equipment, to/from meetings |
| Lifting | O | Maps, plans, software, manuals |
| Carrying | O | Maps, plans, software, manuals |
| Pushing/Pulling | O | Chair, desk drawer |
| Reaching | O | Across desk, telephone, manuals |
| Handling | O | Maps, plans, software, manuals, office supplies, reports |
| Fine Dexterity | C | Computer keyboard, telephone keypad, mouse, digitizer |
| Kneeling | N | |
| Crouching | N | |
| Crawling | N | |
| Bending | N | |
| Twisting | N | |
| Climbing | N | |
| Balancing | N | |
| Vision | C | Computer, desk work, reading, writing |
| Hearing | C | Staff, supervisor, telephone, meetings |
| Talking | F | Staff, supervisor, telephone, meetings |
| Foot Controls | N | |
| Other (specify) | N | |

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephone, computer, scanner, digitizer, ArcView, Arc Info, Publisher, Paint Shop Pro, Adaptec Easy CD Creator, Adobe Acrobat Reader, Standard Microsoft Windows and Office software, Internet, WinZip

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | N | Dirt and Dust | N |
| Chemical Hazards | N | Extreme Temperatures | N |
| Electrical Hazards | N | Noise and Vibration | N |
| Fire Hazards | N | Fumes and Odors | N |
| Explosives | N | Wetness/Humidity | N |
| Communicable Diseases | N | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | N | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | -- |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | O |
| Emergency Situations | N |
| Frequent Change of Tasks | O |
| Irregular Work Schedule/Overtime | N |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | O |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | N |
| Other (see 3 below) | N |

(3)